

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

OCCUPATIONAL THERAPY ASSISTANT SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future positions which perform technical occupational therapy work in a state hospital or institution. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions which currently exist, or those which result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

B. Inclusions

This is a progression series encompassing technical positions which, for the majority of the time, assist in the provision of occupational therapy. Occupational therapy, as defined in s. 448.01(2m), Wis. Stats., means "the use of purposeful activity with persons who are limited by physical injury or illness, psychosocial dysfunction, developmental or learning disability or the aging process, in order to maximize independent function, prevent further disability and achieve and maintain health and productivity, and encompasses evaluation, treatment and consultation services that are provided to a person or a group of persons."

Positions included in this series shall meet the qualification provisions identified in section III, "Qualifications," of this classification specification.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which perform technical physical therapy work a majority of the time and are identified by the Physical Therapy Assistant classification specification.
2. Positions which perform technical respiratory therapy work a majority of the time and are identified by the Respiratory Therapist classification specification.
3. Positions which perform technical therapy work where no degree, certification, or license is required, and are identified by the Therapy Assistant classification specification.
4. Positions which do not perform technical occupational therapy work a majority of the time.
5. Positions which perform professional occupational therapy work a majority of the time and are identified by the Occupational Therapist classification specification.

6. Management, professional, or supervisory positions, as defined in s. 111.81, Wis. Stats.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees typically enter positions within this classification series by competitive examination. Progression through the series typically occurs through reclassification, after the attainment of specified training, education, or experience.

II. DEFINITIONS

OCCUPATIONAL THERAPY ASSISTANT-ENTRY

This is entry level technical occupational therapy work. Positions allocated to this classification perform technical occupational therapy work identical to that described at the objective level but under the close, progressing to limited, supervision of professional staff.

OCCUPATIONAL THERAPY ASSISTANT-OBJECTIVE

This is objective level technical occupational therapy work. Positions allocated to this classification perform any combination of the following duties to assist in the provision of occupational therapy to physically, developmentally, mentally, and/or emotionally handicapped patients or residents of a state hospital or institution: Screen patient's or resident's condition to determine the need for evaluation and treatment; assist in the evaluation of patient's or resident's occupational therapy needs, and in the establishment of goals and treatment approaches; independently administer therapeutic treatments and/or activities developed by professional staff designed to maximize independent function, prevent further disability, and achieve and maintain health and productivity; evaluate the effectiveness of therapy and modify to meet established goals; fit, adjust, and maintain adaptive equipment, and train patients or residents in its use; implement occupational therapy program in conjunction with other therapy programs; consult with members of occupational therapy staff and other health care professionals to exchange, discuss, and evaluate information for planning, modifying, and coordinating therapy programs; prepare written progress reports on participants and programs; provide orientation to and train lower-level Occupational Therapy Assistants and/or Therapy Assistants; perform clerical duties, such as ordering supplies and equipment; attend departmental staff meetings and inservice educational programs; and perform related work, as requested. Positions may lead Occupational Therapy Assistants, Therapy Assistants, volunteers, students, and/or other workers in the provision of occupational therapy. Work is performed under the general supervision of a Supervising Therapist or other professional staff.

III. QUALIFICATIONS

Positions included in this series have duties and responsibilities of such a nature that it is required by federal or state law, or by position analysis, that the incumbent be certified by the State of Wisconsin as an Occupational Therapy Assistant or be eligible to be certified as an Occupational Therapy Assistant, as determined by the Wisconsin Department of Regulation and Licensing. **Positions which do not require certification in order to be assigned and perform Occupational Therapy Assistant duties shall be allocated to a different classification series.**

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